



## CITY OF REDMOND

**Permit Center**  
15670 NE 85th Street  
Redmond, WA 98052  
(425) 556-2473

### FOR STAFF USE ONLY

Development Number: \_\_\_\_\_

Project Number: \_\_\_\_\_

Permit Number: \_\_\_\_\_

## Sign Permit Application

***Application and plans must be complete in order to be accepted for plan review.  
All Permit Applications must be made "in-person" at the City of Redmond Permit Center***

<b>Project Name/Tenant:</b>		<b>*Value of Construction:</b>	
<b>Site Address:</b>		<b>Tax Parcel Number:</b>	
General Location:		Bldg, Unit, Suite Designation:	
<b>Contact Person:</b>		Phone:	
Street Address:	City State/Zip:	Fax #:	
Firm or Company Name:		E-Mail Address:	
<b>Sign Contractor:</b>		Phone:	
Street Address:	City State/Zip:	Fax #:	
State Contractor's License #:	Expiration Date:	City of Redmond Business License #:	
<b>Property Owner:</b>		Phone:	
Street Address:	City State/Zip:	Fax #:	
<b>Description of work to be done (Please be specific):</b> _____ _____			
<b>Type of Sign:</b> <input type="checkbox"/> Wall <input type="checkbox"/> Monument <input type="checkbox"/> Banner			
Sign Width:	Sign Height:	Sign Square Feet:	
Sign Copy/Text Width:	Sign Copy/Text Height:	Sign Copy/Text Square Feet:	
Building Square Feet:		No. of Existing Signs:	
Sign Colors:		Sign Text (Name):	
Will sign have graphics? <input type="checkbox"/> Yes <input type="checkbox"/> No      Is sign illuminated? <input type="checkbox"/> Yes <input type="checkbox"/> No (If yes, a separate electrical permit is required.)			
<b>Monument Sign Info</b>		Linear Feet of Property Frontage:      Sign Setback from Property Line:	
<b>Wall Sign Information</b>		Facade Width:      Facade Height:      15% of Facade:	
<b>Building Use</b> <input type="checkbox"/> Commercial <input type="checkbox"/> Multi-Family			

**\*Value of Construction** – The value of construction shall include the prevailing fair market value of all labor, materials and equipment, whether actually paid or not, needed to complete the work.

<b>Building Owner or Authorized Agent:</b>		
<b>Signature:</b> _____ <b>Print Name:</b> _____ <b>Date:</b> _____		
Date application accepted:	Date application expires:	Application taken by: (initials)



## **CITY OF REDMOND APPLICATION REQUIREMENTS FOR SIGN REVIEW**

**Project Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

The Applicant shall check each box below to confirm the item is included in the application.  
A Sign Review Permit application packet shall include the following:

- ☐ 1. Complete sign permit application; noting size of the sign.
- ☐ 2. Elevations showing existing and proposed sign including dimensions, copy materials, building facade and dimensions for building mounted sign and other information to illustrate the proposal. Three copies are required. Photos of building elevations are required.
- ☐ 3. A site plan is required for freestanding sign showing existing and proposed sign with setbacks and other pertinent dimensions. Three copies are required. For freestanding sign, provide information that shows the relationship of the sign to setback, right-of-way and easement lines. If utilities lie within these easements, they should also be identified.
- ☐ 4. Foundation and structural details for freestanding signs and methods for fastening building mounted signs. Include the following:
  - A. Sign dimensions
  - B. Sign weight
  - C. Sign materials and material grades
  - D. Sign partial cross section showing attachment to building, ground and structural members (studs, beam, post, wall) and fastening method (bolts, screws, lags, nails, welds)
  - E. Show size, spacing and number of fasteners
  - F. Show all structural components of the sign itself (size included)
- ☐ 5. Indicate if sign is to be lighted. If yes, a separate electrical permit is required.
- ☐ 6. Indicate proposed sign colors by providing color board and/or paint chips.
- ☐ 7. Indicate owner has reviewed and approved proposed sign for multiple building/tenant complexes and/or where there is an approved sign program.
- ☐ 8. Additional information may be required if determined necessary for adequate review of proposed signage.

For further information, please contact the Permit Center at 425-556-2473.